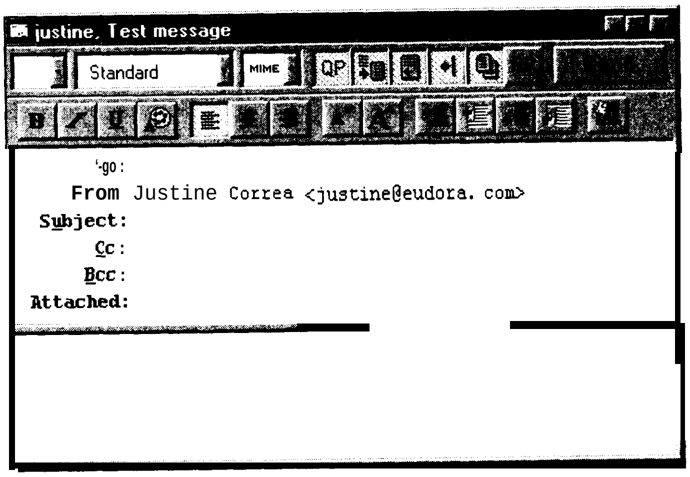
Creating Messages

Creating an Outgoing Message

An outgoing message is a message you send to someone else. The simplest way to create an outgoing message is to select New **Message** from the **Message** menu. A new message window is displayed, referred to as the *Composition Window*.

Using the Composition Window

The composition window consists of the title bar, the Toolbar, the message header, and the message body.



justine, Test message

To:
From Justine Correa <justine@eudora.com>
Subject:
Cc:
Bcc:
Attached:

The composition window

Title Bar

The Title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

Toolbar

The toolbar consists of a series of buttons and popups that are displayed just under the title bar. It allows you to control the priority of your message, override some of your default options for the current message, send or queue the message, and apply text styles (in the 32-bit version only). Each button can be turned on or off for the current message by clicking on it (a button is on when it is depressed, and off when it is raised). You can set some of the defaults for the toolbar in the Sending Mail Options.

The popup menus and buttons are described below.

Priority Popup
This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section "Setting the Message Priority."

Signature Popup
This lets you automatically append one of your signatures to the end of a message. For details, see the section "Using a Signature in an Outgoing Message."

Attachment Type Popup
This lets you select the encoding format for attachments. For details, see the section "Attaching a File to a Message."

Quoted-Printable Encoding
If this is on, quoted-printable encoding is used when sending messages that contain long lines of text or special characters. It is used for all plain text attachments. It is recommended that this always be on.

Text As Document
If this is on, plain text files are attached to messages, not incorporated into the message as part of the message body.

Word Wrap
If this is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically "wrapped," meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

Tabs in Body
If this button is on, pressing the tab key within the message body inserts a tab. If this button is off, pressing the tab key within the message body returns the cursor to the **To** field of the message header.

Keep Copy
If this is on, a copy of each sent message is kept in the Out mailbox. These messages are saved there until they are deleted or transferred.

Return Receipt
If this is on, the message to your recipients includes a **Notify Sender** button that when clicked creates a message notifying you that the original message was viewed. This function does not work in all cases. For details, see the section "Requesting a Return Receipt."

Send or Queue
These let you send a message immediately or put it in the queue to send later. If the **Immediate Send** option in the Sending Mail Options is on, the button is labeled Send. If the option is off, the button is labeled Queue. For details, see the section "Sending or Queueing a Message."

The following text formatting buttons are only available in the 32-bit version of Eudora.

Bold
Make the selected text bold.

Italics
Make the selected text italic.

Underline
Make the selected text underlined.

Font
Make the selected text the selected font, size, and color.

Align Left
Make the selected paragraph aligned to the left of the indent.

Align Center

Make the selected paragraph aligned to the center of the indent.

Align Right

Make the selected paragraph aligned to the right of the indent.

Smaller

Make the selected text one standard point size smaller.

Bigger

Make the selected text one standard point size bigger.

Indent In

Make the selected paragraph indented once to the left.

Indent Out

Remove one left indent for the selected paragraph.

Hang Indent In

Outdent the first line of the selected paragraph.

Hang Indent Out

Remove the outdent from the first line of the selected paragraph.

Clear

Removes all the formatting from the selected text or paragraph.

Message Header

Outgoing mail headers consist of the following fields: **To, From, Subject, CC, Bee,** and **Attachments.** Each field is described below. The **To, Subject, Cc,** and **Bcc** fields can be directly edited. To move the cursor from field to field, press the tab key or click in the desired field with the mouse.

To resize the Header region of the outgoing message window, drag the separator up or down.

To

The intended recipients' e-mail addresses, or nicknames you have defined (see the section "Using the Address Book and Quick Recipient List"). Multiple addresses and nicknames must be separated by commas.

From

The sender's e-mail address. This is usually your POP account plus your real name. You can use a return address other than your POP account by entering the address in the **Return address** field of the Personal Info Options.

Subject

Some brief text indicating the contents of the message. This field can be left blank (though it is a breach of e-mail etiquette to do so).

cc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses must be separated by commas. This field can be left blank.

Bcc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the **To** or Cc fields will not know that a copy went to these addresses. Multiple addresses must be separated by commas. This field can be left blank.

This field can also be used to put a copy of the message in one of your mailboxes. To do this, right click in the body of the message and select the mailbox from the **Fcc** menu. The name of the mailbox is inserted into the **Bcc** field preceded by an "*f*," and when the message is sent, a copy is put in that mailbox.

Attachments
A list of documents being attached to and sent along with the message. You must use one of the attachment options to add attachments (see the section "Attaching a File to a Message"). To delete an attachment from an outgoing message, select it and press the delete key. This field can be left blank.

Message Body

After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see the section "Formatting Text."

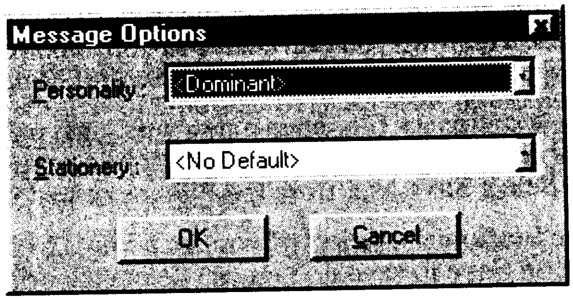
Using an Alternate E-mail Account

You can set up alternate "personalities" in Eudora for each e-mail account you have. In the Personalities Options, you must specify the following options for each personality: personality name, real name, and POP account. You can also specify the default domain, return address, SMTP server, default stationery, default signature, and **Check mail** and **Leave mail on server** functions (for details, see the section "The Options Dialog").

All the other options categories cannot be changed for alternate personalities—they are effective for all. However, alternate personalities are automatically set to use a Winsock connection and password authentication, regardless of how those options are set in the Getting Started and Checking Mail options.

If you want to change other options, or use a separate set of mailboxes for an account, see the section "Putting Multiple Users on One PC."

To create an outgoing message as an alternate personality, hold down the shift key and select one of the message creation commands from the **Message** menu (New Message, New Message To, etc.). The **Message Options** dialog is displayed.



Personality: <Dominant>
Stationery: <No Default>

The Message Options dialog

Note: *The New **Message With** and **Reply With** commands will not display the **Message Options** dialog. If you want to open a stationery message with an alternate personality, use one of the other message creation commands to display the **Message Options** dialog.*

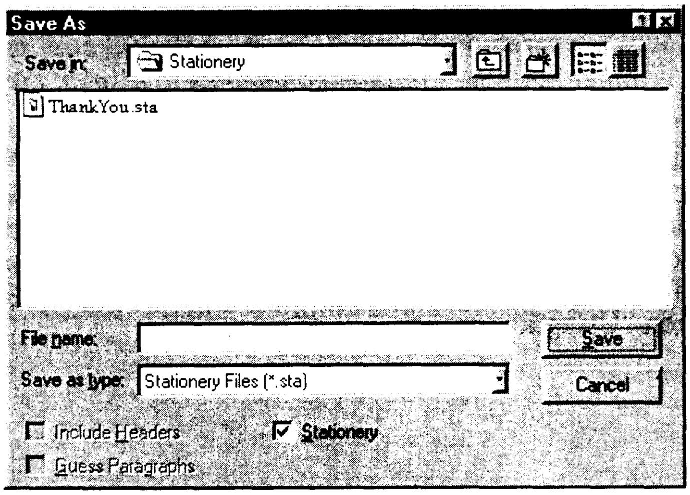
Select the personality you want to use (and stationery if you want to), then click **OK.** The Composition Window is displayed, with the alternate personality as the sender (and any stationery text if applicable). The default signature for that personality is used, or if a stationery file is selected its signature is used. You can always change the signature popup in the composition window (for details, see the section "Using a Signature").

Using Stationery

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to with the New **Message With** or **Reply With** commands. This way you don’t have to copy and paste text into a message, you can just open a pre-written message and edit it as necessary.

To create a stationery file, open a new message, put the text you want into the message body, fill in the headers as appropriate (subject, copies, etc.), and set the Toolbar. Select **Save as...** from the **File** menu to display the **Save As** dialog.

Select the **Stationery** option (if you are using 32-bit Eudora), then name the file and click on **Save** to save it. You can delete the original message. If you are using 16-bit Eudora, there is no **Stationery** option—you only need to name the file (be sure it has the sta extension), all the options are set for creating stationery.



Save As

Save in: Stationery

ThankYou.sta

File name:

Save as type: Stationery Files (*.sta)

☐ Include Headers

☑ Stationery

☐ Guess Paragraphs

Creating a stationery file with the Save As dialog

To change a stationery file, open a new message with the stationery file, make your changes, then use the **Save As** option again to save your changes. To delete a stationery file, remove it from the Stationery directory.

To send a stationery message, select a stationery file from the New **Message With** or **Reply With** sub-menus from the **Message** menu. A Composition Windo-w is displayed containing the header and body from the stationery file. If you are replying to a message, the stationery information is added to the reply. You can edit and send this new message just as you would any other message.

To use a particular stationery file for all of your outgoing messages, select a stationery in the Sending Mail Options (only for your dominant account), or in the Personalities Options (for any of your personalities). Most new messages use this file, unless you create the message using the **Redirect, Send Again, New Message With,** or **Reply With** command.

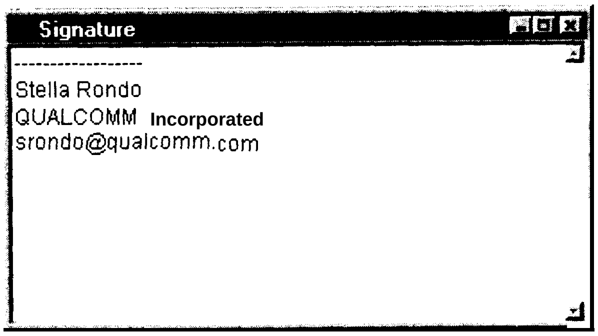
You can also set up a filter to reply with a stationery message. See the section "Filtering Messages" for more information.

Using a Signature

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You can have as many signatures as you want.

Note: Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.

To create or modify your **Standard** signature, select **Standard** from the **Signatures** submenu on the **Tools** menu. The Signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes. .



Stella Rondo
QUALCOMM Incorporated
srondo@qualcomm.com

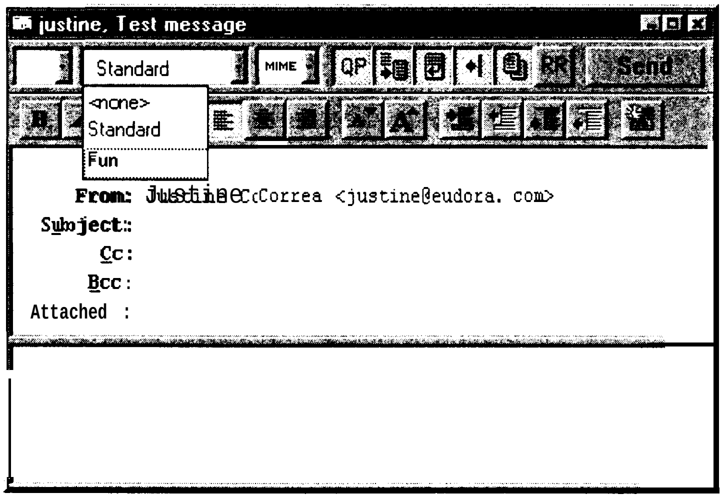
Creating the Standard signature

To create additional signatures, select New from the **Tools** menu. An alert is displayed, asking you what you want to call it. Enter a name and click on **OK** to display a signature window. Enter your signature, save the file, and close the window. Your new signature is now part of the list of signatures.

To modify an additional signature, select **Signatures**→***Name*** from the **Signatures** submenu on the **Tools** menu. The signature window is displayed for the signature you specified. Make any changes you want, save the file, and close the window.

To delete a signature, select **Delete** from the **Signatures** submenu on the **Tools** menu. A dialog is displayed. Select the signatures that you want to delete, and click **OK.**

To include a particular signature in an outgoing message, select the signature you want from the Signature popup on the message toolbar.



From: Justine Correa <justine@eudora.com>
Subject:
Cc:
Bcc:
Attached :

Setting the signature for a particular message

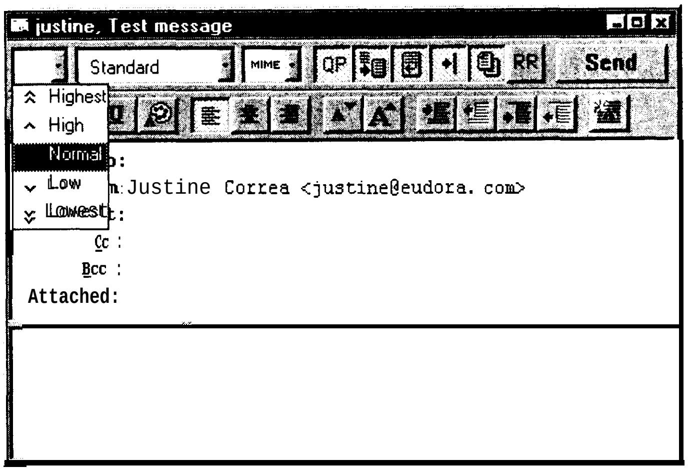
To include a particular signature in all of your outgoing messages, select a signature in the Sending Mail Options (only for your dominant account), or in the Personalities Options (for any of your personalities). You can change this for a particular message by selecting a different signature or **None** from the Signature popup.

Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients—it does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest, 5 being the lowest. Each is represented by a small symbol in the Toolbar of a message window and the Priority column of a message summary. Priority 3 is used for messages that have no assigned priorities, and it is not displayed. The **high** and **highest** priority symbols are red.

New messages are created with a Normal priority. To change the priority of the current message, use the Priority popup.



m:Justine Correa <justine@eudora.com>

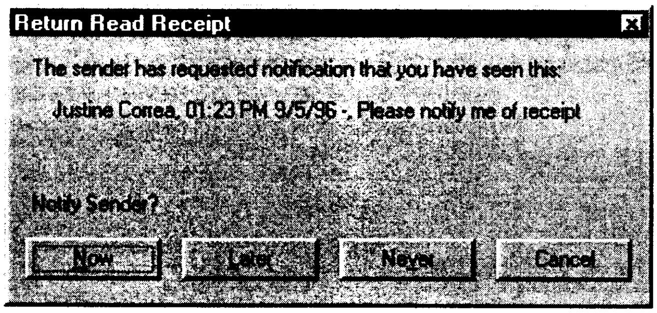
Changing the priority of a message using the priority popup

*Note: To setup Eudora to always use the sender's priority on your replies, turn on the **Copy original's priority to reply** option in the Replying Options. You can always change the priority in the message window.*

Requesting a Return Receipt

You can request that your recipients notify you when they have seen your message. To do this, click on the **Return Receipt** button in the message toolbar.

When your recipients open the message then close it, a dialog is displayed asking them to create a notification message now, later, or never (if you sent yourself a copy, you will not get the notification request). If a recipient chooses to create a notification message, it is sent to you and tells you when the recipient displayed your message.



The sender has requested notification that you have seen this:

Justine Correa, 01:23 PM 9/5/96 -, Please notify me of receipt

Notify Sender?

A request for notification

These Return Receipt options may or may not work as described, depending on your recipients' e-mail software.

Formatting Text in 32-bit Eudora

If you are using the 32-bit version of Eudora, you can use standard text editing options to format the text of your outgoing messages or text files. The formatting is delivered to your recipients using the "text/enriched" MIME standard, which means that the formatting your recipient sees depends on how well their e-mail package supports this standard.

It is important to remember that you cannot completely control what happens on your recipient's computer. Depending on the type of computer they are using, their installed fonts, their options or preferences, etc., they could end up viewing something different than what you intended. Also, the formatting changes you make are sent to your recipient, but your default text settings are not. Any text that you did not make changes to is displayed using your recipient's default text.

To format text, select the text you want to affect and use the buttons on the **Toolbar** (**see** the section "The Toolbar") or the **Text** commands from the **Edit** menu. You can change the font, size, style, color, and the margins.

Word Wrap

If you turn on the **Word Wrap** button in the message toolbar, when the message is sent carriage returns are automatically inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on the recipient's computer.

It is a good idea **not** to include your own carnage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.

To manually wrap text, select the text you want, then select **Wrap Selection** from the **Edit** menu. To unwrap text, select the text you want, then hold down the Shift key and select **Wrap Selection** from the **Edit** menu.

To copy wrapped text without taking the carriage returns, hold down the Shift key and select **Copy** from the Edit menu.

Attaching a File to a Message

Any file can be attached to and sent with a Eudora message. Most of the time, an attached document functions like a "rider" to the e-mail message, and does not appear within the message text. Instead, the name of the document is displayed automatically in the **Attachments** field of the message header.

To attach a file to a current outgoing message, select **Attach File** from the **Message** menu. A standard file dialog is displayed. Once the desired document is located, select it and click on the **Attach** button to attach the document to the message. You can add as many attachments as you want.

You can also drag one or more files from the Desktop onto the message window to attach them.

To detach a document before the message is sent, select the document in the **Attachments** field, then press the delete key or select **Clear** from the **Edit** menu.

When the message is sent, if the chosen document is not a plain text (ASCII) file, it is encoded in the selected attachment type. This allows you to send any kind of document through the mail, even applications.

If the document is an ASCII file, you can put it in the body of the message by turning off the **Text as Attachment** button in the message toolbar, or by turning on the **Put text attachments in body of message** option in the Attachments Option.

The attachment types include the following:

MIME
This is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using. For more information on MIME, see Appendix G.

BinHex
This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.

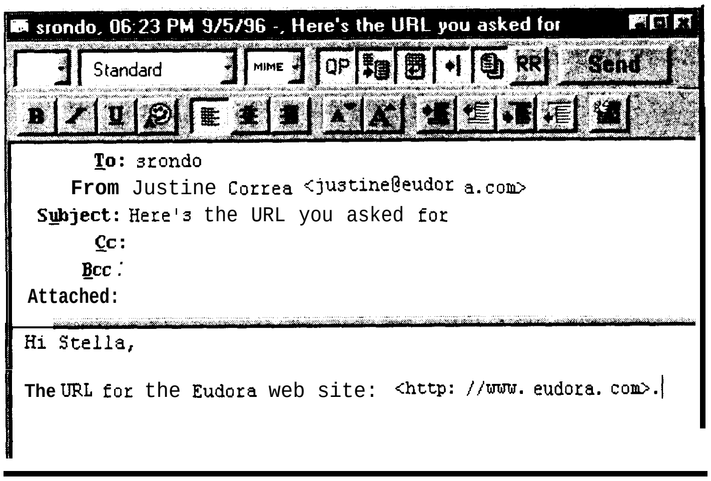
Uuencode
This is best for recipients using PC or Unix systems that are not MIME compliant.

Sending Attachments to Non-Eudora Users

If you send an attachment to someone who doesn't use Eudora, the attached file may be included at the end of the message in the chosen attachment format (MIME, BinHex, or Uuencode). Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method you used when you sent the message.

Including a URL in a Message

To include a URL (Uniform Resource Locator) in a message, enclose it with *less than* and *greater than* signs to ensure that your recipient's application can identify it as a URL. For example, **<http: //www.eudora.com/>**.



To: srondo
From Justine Correa <justine@eudor a.com>
Subject: Here's the URL you asked for
Cc:
Bcc:
Attached:

Hi Stella,

The URL for the Eudora web site: <http: //www. eudora. com>.

A URL in an outgoing message

Checking Your Spelling

Eudora includes a built-in spelling checker. It can be used to check for misspellings in the body of current message composition windows, text files, and signature files. It includes a built-in dictionary and also allows for the creation of a custom user dictionary. Additionally, it can be configured to ignore capitalized words, words with numbers, and mixed case words, to report mixed case and doubled (repeated) words, and to suggest alternative spellings.

Note: Changes to the spell checking options can be made in the Options dialog (Check Spelling) or by selecting ***Options*** *from the* ***Check Spelling*** *dialog.*

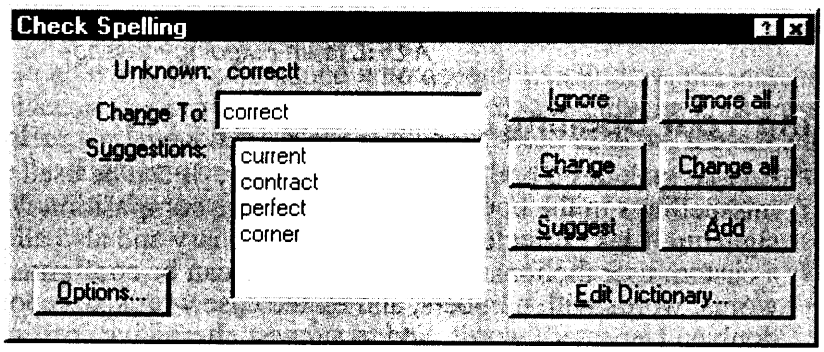
See Appendix A for information on how to get dictionaries for languages other than U.S. English.

To automatically check spelling when you send or queue a message, turn on the **Check when message queue/send selected** option in the Spell Checking Options. If this is on, when you send or queue a message the message is checked for spelling errors. If you go through the spell checking process, the message is automatically sent or queued. If you click Cancel, or leave spelling errors in the message, a dialog is displayed asking you if you still want to send or queue the message. If you don't want that dialog to be displayed, turn on the Don't warn me anymore option (this can also be set in the Spell Checking Options).

To check the spelling of a current composition window, text file, or signature file, click on the **Check Spelling** button in the main window toolbar or select **Check Spelling** from the **Edit** menu. If there are no misspellings, the No misspellings found alert is displayed.

Note: If text is selected, Eudora only checks the spelling of the selected text. Otherwise, it starts the spelling check from the beginning of the message body or text file and checks the entire text.

If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the Unknown field.



Unknown: correctt
Change To: correct
Suggestions:
current
contract
perfect
corner

The Check Spelling dialog

To correct the misspelled word, type the correct spelling of the word in the Change To field, select it from Suggestions list and click the **Change** button, or double-click it in the Suggestions list. The spelling checker then proceeds with the check.

Check Spelling Dialog

The Check Spelling dialog allows you to ignore an unknown word, change it, suggest the correct spelling, add the word to your user dictionary, edit your dictionary, or change the spell checking preferences via the Options button. Each of the fields and buttons is described below.

Unknown Field

An unknown word is one that is not found in Eudora's built-in dictionary or your own custom dictionary. You can act on an unknown word using the Ignore, Ignore all, Change, Change all, or Add buttons, as described below.

Change To Field

This field works in conjunction with the Change and Change all buttons. It allows you to modify the unknown word by typing its correct spelling in this field, or selecting a suggested alternative spelling from the Suggestions field, and then clicking the Change or Change all buttons, as described below.

Suggestions Field

This field lists Eudora's suggestions for the correct spelling of the unknown word. If the Always Suggest option is turned on, all suggestions are listed hereby default. If this option is turned off, click the Suggest button to display Eudora's suggestions.

Ignore Button

This button causes the spelling checker to ignore this occurrence of the unknown word.

Ignore all Button

This button causes the spelling checker to ignore this occurrence and all subsequent occurrences of the unknown word.

Change Button

This button substitutes to contents of the Change To field for the unknown word.

Change all Button

This button substitutes to contents of the Change To field for the unknown word, and all subsequent occurrences of the unknown word.

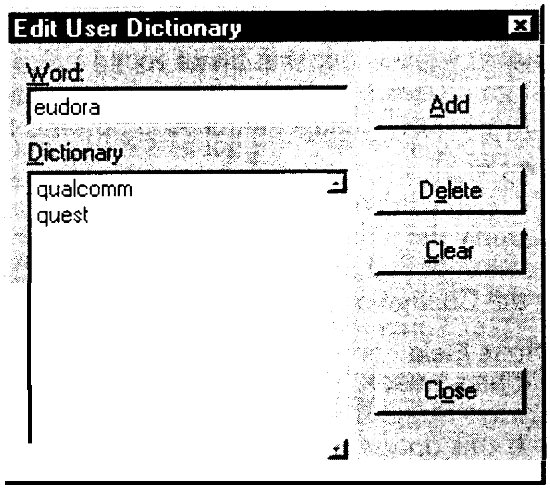
Suggest Button

This button displays Eudora's suggestions for the correct spelling of the unknown word in the Suggestions field.

Note: If Eudora doesn't have suggestions in its dictionary, then none are listed.

Add Button
This button adds the unknown word to your custom user dictionary.

Edit Dictionary Button
This button displays the Edit User Dictionary dialog.



The Edit User Dictionary dialog

The Edit User Dictionary dialog lists all of the words in your user dictionary in the Dictionary field. It also allows you to add words to or delete words from your personal user dictionary, or even clear the entire dictionary.

Note: Words in the user dictionary are saved in all lower case.

To add a word to the dictionary using this dialog, type the correct spelling of the word in the Word field and click the **Add** button. The word is then added to the dictionary and displayed in the Dictionary field.

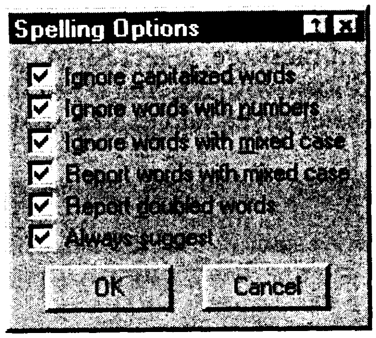
Note: The Add button in this dialog works the same as the Add button in the Check Spelling dialog.

To remove a word from the user dictionary, type it in the Word field or locate it in the Dictionary field and single-click on it to display it in the Word field. Then, click the **Delete** button.

To delete the entire user dictionary, click on the **Clear** button. You will then be prompted to confirm the deletions. If you click Yes, all of the words are deleted from the user dictionary.

Options Button

This button displays the spell checking Preferences dialog.



Spelling Options

☑ Ignore capitalized words
☑ Ignore words with numbers
☑ Ignore words with mixed case
☑ Report words with mixed case
☑ Report doubled words
☑ Always suggest

Spell checking Preferences dialog

The spell checking Preferences dialog lists the six spell checking options. A check mark in the box next to the option name indicates that it is turned on.

Note: The spell checking options can also be modified in the Options dialog (Spell Checking).

The available options are as follows:

Ignore capitalized words - ignores words that start with capital letters, such as proper nouns.

Ignore words with numbers - ignores words that contain numbers.

Ignore words with mixed case - ignores words that contain both upper and lower case characters.'

Report words with mixed case - reports words that contain both upper and lower case characters and identifies them as Mixed case.

Report doubled words - reports words that appear twice in sequence in text and identifies them as Doubled words.

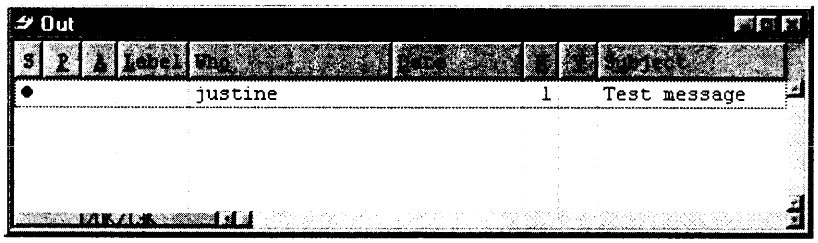
Always suggest - displays Eudora's suggestions for the correct spelling of an unknown word in the Suggestions field by default.

Note: If Eudora doesn't have suggestions in its dictionary, then none are listed.

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message, select **Save** from the **File** menu. Saved messages are put in the Out mailbox with a bullet (•) in the Status column. This indicates that the message has been saved and can be sent or queued.



S	P		Label	Who	Date	K		Subject
●				justine		1		Test message

A message saved in the Out mailbox

You can continue making changes or close the message. If you try to close an outgoing message window without saving that version of the message, an alert is displayed asking if the message should be saved or the changes discarded. If you select Discard and the message has never been saved, the message is deleted.